

State of Arkansas
OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Room 300 72201-3966
P. O. Box 2940 72203-2940
Little Rock, Arkansas
501-324-9316

STATE CONTRACT AWARD

THIS IS A TERM CONTRACT ISSUED BY THE OFFICE OF STATE PROCUREMENT. THIS IS NOT AUTHORITY TO SHIP. A SEPARATE PURCHASE ORDER WILL BE ISSUED. THIS CONTRACT CONSTITUTES ACCEPTANCE OF YOUR BID ALONG WITH ALL TERMS AND CONDITIONS THEREIN AND SIGNIFIES THE OFFERER'S KNOWLEDGE AND ACCEPTANCE OF ALL TERMS AND CONDITIONS SET FORTH WITHIN THE INVITATION FOR BID.

BUYER: Beth Mullins, CPPB

CONTRACT/BID NO.: **SP-03-0308**

DESCRIPTION: Xerographic and Printshop Paper

CONTRACT PERIOD: May 1, 2003 through April 30, 2004

FOR: ALL STATE AGENCIES & Cooperative Purchasing Participants

DELIVERY: as specified, see page 7

PRICES ARE F.O.B. DESTINATION, INSIDE DELIVERY, UNLESS OTHERWISE SPECIFIED.

INVOICE TO:

DELIVER TO:

Ordering Agency/Entity

As specified on purchase order

CONTRACT AWARD TO:

SEE CONTRACTORS, PAGE 2

STATE OF ARKANSAS OFFICE OF STATE PROCUREMENT

BY: _____ DATE: _____

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CONTRACTORS:

SECTION I (XEROGRAPHIC) AND SECTION III (OFFSET):

UNISOURCE PAPER COMPANY

5800 Lindsey Rd.
Little Rock, AR 72206

CONTACT: Mike Freeman
(Customer Service-Dallas)
Phone: (800) 897-1174, Ext. 4547
Fax orders to: (800) 488-8504
AASIS Vendor : 100039868
Fed. I.D. No: 13-5369500

Note: To facilitate delivery, in addition to an agency purchasing contact person and phone number, state a delivery address, contact person and phone number on your p.o. for delivery personnel to utilize.

SECTION II (BOND/LABEL), SECTION IV (BOARD GRADES), SECTION V (Carbonless) and SECTION VI (COATED STOCK):

PRINTING PAPERS, INC.

11605 Otter Creek South Blvd.
Mabelvale, AR 72103

CONTACT: Bell Todd
Phone: (501) 455-5555
Fax orders to: (501) 455-8885
AASIS Vendor: 100001745
Fed. I.D. No: 71-0613287

Note: To facilitate delivery, in addition to an agency purchasing contact person and phone number, state a delivery address, contact person and phone number on your p.o. for delivery personnel to utilize.

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I. SPECIAL TERMS AND CONDITIONS

A. SCOPE:

This Invitation for Bid is issued to establish a TERM contract for All State Agencies and Cooperative Purchasing Program participants for xerographic paper and print shop paper. This contract will contain six sections: (1) Xerographic, virgin and recycled (2) Laser, 25% Rag Bond and Label Stock (3) Offsets, white and colors (4) Board Grades, including index, chipboard, cover and text, imitation parchment, vellum bristol, recycled cover and text (5) Carbonless paper, pre-collated sets, carbonless tag and padding compound, and (6) Coated Matte Cover and Text and Coated Gloss Cover and Offset.

Over 250 different State agencies, boards and commissions, and state supported colleges and universities may order copy paper and print shop papers from this contract. The contract is mandatory for State agencies if they can meet the minimum order requirements. **This contract requires a vendor to deliver via a state-wide (Arkansas) freight network in order to adequately service this contract.** More than half of State agency orders deliver in central Arkansas to the Little Rock area. In addition, this contract is open for orders by Cooperative Purchasing Program participants (school districts, counties, cities, municipalities) on a non-mandatory basis. Thus, the actual usage, particularly of Section I, Xerographic stock, is impossible to predict. The usage figures given in this contract are indicative of State agencies usage which is relatively constant annually.

The previous contract covered one year and was extended for an additional year spanning from May 1, 2001 through expiration on April 30, 2003. Five of the six sections (Sections I-V only) were extended for the second year.

Only Section I, Xerographic/Bond Papers, requires a performance bond from successful bidder before award. Each section will be awarded independently. Some items are to be bid virgin only, some recycled only and many may be bid offering both virgin and recycled stock. If a recycled sheet is approved, a 10% preference will be applied for that item. **ON SECTION I, MAXIMUM QUANTITY ALLOWED ON A PURCHASE ORDER OF ANY SUB-SECTION (A-E) ITEM IS 880 CARTONS (1 truckload).** State agencies desiring larger quantities must submit purchase request for Office of State Procurement to bid. Cooperative purchasing participants may not exceed the 880 carton limit per purchase order on any sub-section (A-E). In the event of a market wide mill shortage or allocation effecting xerographic paper, orders for State agencies will be given priority. The term of the contract is for one year with an option to extend for an additional period up to the original term of the contract. This contract may be utilized by ALL STATE AGENCIES and Cooperative Purchasing participants only. The University of Arkansas' Printing Services at Fayetteville is excluded.

All items are bid F.O.B. destination. Agencies submit purchase orders direct to the contractor by fax or mail. **Telephone orders are prohibited.**

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B. AWARDING INSTRUCTIONS:

This Invitation for Bid will be awarded to the lowest responsible, responsive bidder BY INDIVIDUAL SECTION TOTAL. Bidders must bid ALL ITEMS within a section to be considered. Bidders may bid one or all sections, as they choose.

Where bidders are allowed to bid both virgin and recycled stock on an item, a 10% preference will be applied to the approved recycled stocks. The price after application of the preference will be compared to the virgin price and the lower of the two will be considered. For definition of "recycled paper", see page 11 of this Invitation for Bid.

C. TERM:

The term of this contract is May 1, 2003 through April 30, 2004.

D. SELLING TO COOPERATIVE PURCHASING PROGRAM PARTICIPANTS:

Arkansas Purchasing Law provides that local public procurement units (counties, municipalities, school districts, certain not-for-profit corporations, etc.) may participate in state purchasing contracts. The contractor(s) therefore agree(s) to sell to Cooperative Purchasing Program participants at the option of the program participants. Unless otherwise stated, all standard and special terms and conditions listed within the Invitation for Bid must be equally applied to such participants. Maximum and minimum order allowances will apply to such participants.

E. PRICE CHANGE CLAUSE:

All prices shall be firm for the first 90 days (3 months) of this contract. In the event a price change is authorized, such prices will remain firm for a period of not less than sixty (60) days.

This contract requires that the successful vendor, under separate cover, provide the Office of State Procurement with dated invoices from the respective mill(s) which show the actual cost of papers being supplied to the state. These invoices will serve as the basis for all price increases or decreases throughout the contract period, and will be kept in the strictest of confidence. Invoices dated after the contract award date must be provided with all paper price increase requests. For all other papers, invoices will be required within ten (10) working days after receipt of written request from the Office of State Procurement. These invoices must reference the State of Arkansas contract and be specific as to the brand and amount of paper shipped and the unit price paid.

Price increases, in the form of mill letters will be honored, however, these letters must be addressed to the merchant network and be reflective of an across the board increase to all distributors. Changes which are granted based upon a mill announced increase, must be authenticated by subsequent mill invoices. In those instances where announced mill increases are not evident on invoices, the State will take the necessary action to readjust unit prices and collect any overpayments.

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Mill invoices will be reviewed regularly by the Office of State Procurement to determine if price decreases are warranted. The contractor will be notified in writing prior to any cost decrease announcement made by this office.

Mill letters must specify the brand of paper for which an increase is being announced and must relate the increase as a PER HUNDRED WEIGHT, rather than as a flat percentage. This applies to all sections of this contract with the exception of Section V, Carbonless. The vendor must also provide a list by item number of the papers that will be affected by the increase as well as the paper weight per thousand sheets, and the new unit cost. Requested increases will become effective within ten (10) working days after receipt of all required documentation.

F. MISCELLANEOUS CHARGES/ALLOWANCES:

1. Prior to any work being performed under this contract that will result in additional costs, written authorization must be obtained from the Office of State Procurement.
2. Any other costs incurred in production and not provided for in these instructions and specifications may be invoiced at "fair market " price as established by the Office of State Procurement. However, any additional costs incurred after contract award will not be used in determining the low bid. These costs may include, but are not limited to, halftones, author's alterations, extra composition, overruns, or any other unforeseen costs.

G. SUBSTITUTION OF BRAND:

Any substitutions of brand provided under this contract after award must be approved in writing by the Office of State Procurement prior to delivery. Brand substitutes must be in the same or higher GRADE with same or better brightness level. Any delivery of unauthorized substitutions will be considered contract default.

H. SUMMARY REPORTS BY VENDOR:

The contractor for each section is required to provide the Office of State Procurement with a summary report of the activity experienced under this contract each quarter (3 months)

The vendor must submit: (1) copies of each purchase order received under this contract (2) written summary by line item showing total quantity (cartons/ sheets/ bundles, sets, etc.) as well as dollar amount before sales tax. Reports must reflect quantities ordered in each quantity bracket, i.e.

Items 34, 35, 36 (11" x 17" xerographic Paper) cannot be reported as one quantity total- 500 cartons. **ORDERS FOR SECTION I must be re-capped separating STATE AGENCIES from COOPERATIVE PURCHASING PARTICIPANT ORDERS (i.e. school districts, cities, counties, municipalities, etc).**

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Summary reports will be due for each reporting quarter on the following dates:

Aug.11 2003/ Nov. 10, 2003/ Feb. 9, 2004/ May 10, 2004

Failure to comply with these requirements may be deemed as noncompliance with the provisions of the contract and may be grounds for exclusion of that contractor from participation in the next contract period.

I. EXTENSION CLAUSE:

Any contract awarded from the offering of these specifications will be subject to extension for a period not to exceed the original term of the contract. Any extension must be mutually agreed upon by the Office of State Procurement and the contractor. The Office of State Procurement will notify the contractor before expiration of the contract if an extension is requested. The price change clause will remain in effect for any agreed upon period of extension.

J. SPECIAL PACKAGING/SPECIAL PALLET REQUIREMENTS:

Mill packaged product must include label stating percentage of post-consumer content.

Packaging for reams and cartons shall be of sufficient strength and design to insure delivery to the user in damage free condition. All cartons must be labeled in a manner which clearly indicates carton contents. Some purchase orders may request "special packaging", i.e. wrapped in lots of 250, etc., which results in extra cost. All such additional charges must be approved by ordering agency to be added to vendor's invoice.

Full pallet lots on mill provided pallets of varying sizes are acceptable at the majority of delivery locations as long as the pallet is of standard industry quality and construction.

Two exceptions to this provision are: (1) the Revenue Department (Joel Ledbetter Bldg.) in Little Rock. These orders must be delivered on 40" x 48" pallets (maximum height 51").

Approximately 10 pallets xerographic paper and approximately 6 pallets of letter size 25% rag bond are involved at this location per contract period. The contractor must adhere to these requirements, including provision of the wood pallet. Attempted deliveries on sub-standard pallets of unacceptable strength to any location by any contractor will be refused.

(2) the Tower Building at 323 Center Street, home to multiple State agencies, prohibits full pallet loads from being brought into the building to prevent damage to the marble flooring. Pallets must be broken outside and individual carton loads hand trucked into the lobby and loaded onto the elevator.

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K. DELIVERY REQUIREMENTS:

All prices bid shall include inside delivery F.O.B. point of destination (ship to address on purchase order) as specified by ordering agency. Deliveries, after receipt of the purchase order, shall be as follows:

VIRGIN AND RECYCLED PAPER: (All sections)

UP TO 199 cartons: 10 working days after receipt of purchase order
200 - 880 cartons : 20 working days after receipt of purchase order

In the event conditions of paper availability on an industry level change during the contract period, the Office of State Procurement will give consideration to vendor requests for additional delivery time.

F.O.B. delivery is limited to ONE ADDRESS PER PURCHASE ORDER. If an agency or participant specifies multiple deliveries on one purchase order, that entity will be charged freight costs by most economical means of transportation for the lesser quantities, with the freight on largest quantity being F.O.B. destination per contract requirements. NOTE SPECIAL PALLET REQUIREMENTS FOR ONE LOCATION, PARAGRAPH "K" ABOVE.

L. LIQUIDATED DAMAGES OR PENALTY:

1. All commodities furnished will be subject to inspection and acceptance after delivery. Failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.
2. Liquidated damages imposed by the State against the contractor for failure to meet delivery schedule will be one percent (1%) of the invoice amount for each working day beyond the specified delivery time. The contractor shall be relieved of delays due to causes beyond his control such as acts of God, national emergency, strikes or fire. The Office of State Procurement will assess penalties for late delivery in all cases except those approved by the Office of State Procurement that relate to causes beyond the contractor's control. The contractor must notify in writing, on a timely basis, the Office of State Procurement of such developments stating reason, justification and extent of delay. Other liquidated damages provided for in this contract must be verified and approved in writing by the Office of State Procurement prior to application by the ordering agency.
3. When the time does not allow for reprinting or reordering, acceptance of an inferior commodity may result in a liquidated damage of up to 20% of the invoice price or \$500 whichever is smaller.

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M. RE-STOCKING AND SPECIAL DELIVERY REQUESTS LIABILITY OF AGENCIES:

RESTOCKING FEES: Users of this contract are advised that returned orders may be subject to a re-stocking fee of varying amounts which may be passed from the mill to the paper distributor. This charge, at the option of the contractor, may be applied to those orders for papers which are returned to the mill. The re-stocking fee will be limited to 20% of the invoice amount for the returned item or a maximum of \$1,000 (not including original transportation costs and sales tax.) Agencies are advised to carefully check item descriptions to avoid incurring re-stocking fees.

SPECIAL DELIVERY REQUESTS:

"Inside delivery" is defined on this contract as physical delivery into the building by the driver to one specific room or area designated on the purchase order. This should not be construed to mean delivery to multiple areas or floors, opening cartons and stacking reams on shelves, requests for the driver to stock goods in areas where the use of conventional material handling equipment is not feasible or requests for cartons to be carried up flights of stairs in buildings where no elevator exists, etc.

Agencies requesting "special delivery services" may be subject to a surcharge from the vendor determined on a case by case basis. Agencies requiring special services are advised by the Office of State Procurement - to request a surcharge estimate from the vendor prior to purchase order submission. It will be the option of the contractor to provide the service and ascertain a surcharge for agency approval prior to submission of the purchase order.

"Recycled paper," as it applies to coated stock, shall mean any paper that contains not less than 10 percent (10%) postconsumer material by fiber weight; as it applies to uncoated stock, it shall mean any paper that contains not less than 20 percent (20%) postconsumer material by fiber weight.

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CUTTING CHARGE: (All sections:)

Contractors will be allowed a cutting charge as follows: up to 100 lbs. of paper: \$8.00 flat
charge. **For 100 lbs. or more of paper: \$8.00 per**
hundred weight

STATE AGENCIES ORDERING THROUGH AASIS: **Note: A cross reference of AASIS**
material numbers for each contract line item is provided for your convenience. See pages
27-34. The AASIS Vendor numbers are also provided at top of each Section to use in preparing
purchase orders.

SECTION I: XEROGRAPHIC PAPER (Both virgin and recycled)

CONTRACTOR: UNISOURCE PAPER CO., AASIS VENDOR # 100039868

MINIMUM : Eight (8) cartons or more
of Subsections (A) through (E) on one purchase order

MAXIMUM: NO MORE THAN 440 cartons of ANY Subsection
(A) through (E) on one purchase order

Xerographic paper, 20 lb. white, long grain with a medium smooth xerographic finish. Packed in
moisture proof packages of 500/sheets per ream, 10 reams per carton. See minimum and
maximum order quantities listed above.

Cartons ordered from all sub-sections (A) through (E), Virgin and recycled, may be combined to
obtain this minimum order.

Pricing, however, will be based upon the number of cartons ordered of EACH ITEM in that sub-
section, NOT on the total amount of cartons on the purchase order.

REGARDING MAXIMUM ORDERS, a purchase order of various papers from Subsections A
through E may total to exceed the 440 carton quantity; however, no more than 440 ctns. of ANY
ONE SUBSECTION (A-E) may be ordered. State agencies requiring larger quantities must
request Office of State Procurement to competitively bid; Cooperative Purchasing
participants may not exceed the maximum order limits of this contract.

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A) RECYCLED XEROGRAPHIC, WHITE, Must have minimum 20% post-consumer content, 20#, 8-1/2" x 11" and 8-1/2" x 14" sizes, Minimum target brightness: 83. Packaged 500 sheets/ream, 10 reams or 5000/sheets per carton.

MINIMUM ORDER: EIGHT (8) CARTONS. May be combined with all other items within this section to obtain the minimum order

ITEM	EST QTY.	ORDERING QTY.	UNIT PRICE PER CTN
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8-1/2" x 11" (Sheet size)

1.	1-800 ctns.		\$ 20.49
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ITEM	ORDERING QTY.	UNIT PRICE <u>PER CTN</u>
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8-1/2" x 14" (Sheet size)

2.	1-199+ ctns.	\$ 26.09
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BRAND BID: Domtar Recycled MILL: Domtar

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(B) VIRGIN XEROGRAPHIC PAPER, white, Minimum target brightness: 83-85.
Opacity: 87-88.

ITEM	ORDERING QTY.	UNIT PRICE	<u>PER CTN.</u>
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8-1/2" x 11" (Sheet size)

3.	1-800 ctns.		\$ 19.27
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8-1/2" x 14" (Sheet size)

4.	1-199+ ctns. \$_____		\$ 24.54
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BRAND BID: Econosource

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(C) RECYCLED XEROGRAPHIC PAPER, DUAL PURPOSE COLORS

Colored Xerographic, Minimum No. 4 Grade, Target brightness: 80-83. Colors only. 20# weight, long grain with smooth xerographic finish. Packed in moisture proof packages 500 sheets per ream, 10 reams per carton.

MINIMUM ORDER: EIGHT (8) CARTONS. All items in this Section, all sizes may be combined to obtain the minimum order

ITEM	ORDERING QTY.	UNIT PRICE	<u>PER CTN.</u>
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8-1/2" x 11" (Sheet Size)

5.	199+ ctns.		\$ 26.14
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8-1/2" X 14" (Sheet Size)

6.	199+ Ctns.		\$ 33.24
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BRAND BID: Colorsource (Recycled)

Colors available: **Blue, Green, Gold, Canary, Gray, Orchid, Pink, Tan, Ivory, Buff, Cherry, Salmon**

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(D) VIRGIN XEROGRAPHIC PAPER, WHITE, PRE-PUNCHED (3-HOLE)

Size 8-1/2" x 11" only. 5/16" Dia. Hole only. 20# weight, long grain with a medium smooth xerographic finish. Packed in moisture proof packages 500 sheets per ream, 10 reams per carton. Pre-drilled with standard three hole punch.

MINIMUM ORDER: EIGHT (8) CARTONS. May be combined with other items within section to obtain the minimum order

ITEM	ORDERING QTY.	UNIT PRICE PER CTN
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8-1/2" X 11" (Sheet size)

7.	1-199+ ctns.	\$ 21.12
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BRAND BID: Econosource

(E) VIRGIN XEROGRAPHIC PAPER, WHITE, 11" x 17" SIZE

Xerographic paper, 20# white, long grain with a medium smooth xerographic finish. Packed 500 sheets per ream, 5 reams of 500 (2,500 sheets) per carton.

MINIMUM ORDER: EIGHT (8) CARTONS. This size may be ordered in combination with other items to obtain the 8 carton order. Pricing, however, will be based upon the number of cartons ordered of EACH ITEM in that sub-section, NOT on the total amount of cartons on the purchase order.

ITEM	ORDERING QTY.	UNIT PRICE PER CTN
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11" x 17" (Sheet size)

8.	1-199+ ctns.	\$ 19.27
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BRAND BID: Econosource

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SECTION II: LASER AND BOND PAPERS & LABEL STOCK

CONTRACTOR: PRINTING PAPERS, INC. AASIS VENDOR #100001745

MINIMUM ORDER ALL ITEMS THIS SECTION: 1 CARTON

(A) Recycled LASER PRINT PAPER, white, 24 lb. only, Packed
5000 sheets/carton. Minimum acceptable brightness: 90.

ITEM	DESCRIPTION	UNIT PRICE PER CTN.
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	8-1/2" X 11" , 24#	\$34.02/ctn. recycled
9	1 Carton or more	

BRAND BID: **Lynx Opaque Recycled Laser Guaranteed**

NOTE: REMAINING ITEMS IN THIS SECTIONS ARE PRICED PER SHEETS, NOT CARTONS

(B) Recycled) WATERMARKED BOND, 25% COTTON FIBER, WHITE, Cockle Finish
required on 8-1/2" x 11" size; Cockle finish
required on 17-1/2" x 22" size if available in that size; if not,
light cockle finish will be accepted in that size only.

ITEM	DESCRIPTION	UNIT PRICE PER THOUSAND SHEETS
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10.	8-1/2" x 11", 20 lb. <u>5000 sheets/ctn.</u>	\$ 9.29 recycled
11	17-1/2" X 22-1/2", 20 lb. <u>3000 sheets/ctn.</u>	\$ 38.08 recycled

BRAND BID: **Capitol Bond (Recycled)**

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(C) (Virgin) LABEL STOCK, PRESSURE SENSITIVE LABEL STOCK OFFSET, white

ITEM	DESCRIPTION	UNIT PRICE
		<u>PER HUNDRED SHTS</u>
12	60#, 17" x 22" (50 ctns. of 500 shts) perm. & remov. adhesive	
	<u>500 shts/ctn.</u>	\$ 34.00/per hundred (\$170.00/ctn) (virgin)

BRAND BID: **Strata**

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SECTION III: RECYCLED OFFSET (WHITE & COLORS)

CONTRACTOR: UNISOURCE PAPER CO. AASIS VENDOR # 100039868

(A) (Recycled) UNCOATED OFFSET, UNCOATED, WHITE

MINIMUM ORDER: 2 CARTONS (All items, all sizes within sub-sections (B) & (C) may be combined to meet 2 carton minimum)

ITEM	DESCRIPTION	UNIT PRICE PER M SHTS
13.	White, 50# Offset 17-1/2" x 22-1/2" <u>3,600 shts/ctn</u>	\$ 20.28/THOUSAND
14.	White, 60# Offset 8-1/2" x 11" <u>5,000 shts/ctn.</u>	\$5.65/THOUSAND
15.	White, 60# Offset 11" x 17" <u>2,500 shts/ctn.</u>	\$ 11.30/THOUSAND
16.	White, 60# Offset 23" x 35" <u>1,500 shts/ctn.</u>	\$ 48.64/THOUSAND
17.	White, 70# Offset 8-1/2" x 11" <u>5,000 shts/ctn.</u>	\$ 6.64/THOUSAND
18.	White, 70# Offset 11" x 17" <u>2,500 shts/ctn.</u>	\$ 13.27/THOUSAND
19.	White, 70# Offset 23" x 35" <u>1,250 shts/ctn.</u>	\$56.80/THOUSAND

BRAND BID: **Spectrum Recycled by G.P.**

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**(B) (Recycled) COLORED OFFSET,
UNCOATED, COLORS ONLY**

ITEM	DESCRIPTION	PER UNIT M SHEETS
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20.	Colors, 60# Offset 8-1/2" x 11" <u>5,000 shts/ctn.</u>	\$ 6.50/THOUSAND
21.	Colors, 60# Offset 11" x 17" <u>2,500 shts/ctn.</u>	\$ 13.25/THOUSAND
22.	Colors, 60# Offset 23" x 35" <u>1,500 shts/ctn.</u>	\$ 63.18/THOUSAND
23.	Colors, 70# Offset 8-1/2" x 11" <u>4,000 shts/ctn.</u>	\$ 9.22/THOUSAND
24.	Colors, 70# Offset 8-1/2" x 14" <u>5,000 shts/ctn.</u>	\$ 12.28/THOUSAND
25.	Colors, 70# Offset 11" x 17" <u>2,000 shts/ctn.</u>	\$ 18.44/THOUSAND
26.	Colors, 70# Offset 23" x 35" <u>1,250 shts/ctn.</u>	\$ 73.50/THOUSAND

BRAND BID: **Colorsource by Domtar (RECYCLED)**

Colors available: **Blue, Canary, Green, Gray, Ivory, Pink, Tan**

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SECTION IV: BOARD GRADES (UNCOATED)

(A) (Recycled) NO. 4 INDEX, WHITE & COLORS

MINIMUM ORDER: 2 CARTONS (All items and sizes within sub-section
(A) may be combined to meet minimum of two ctns.

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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27	8-1/2" x 11", 110# White, <u>2,000 shts/ctn.</u>	\$15.06/THOUSAND recycled
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28.	22-1/2" x 35", 110# White, <u>500 shts/ctn.</u>	\$125.28/THOUSAND recycled
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BRAND BID (WHITE): **Worx by Fraser** (Recycled)

29.	8-1/2" x 11", 110# Colors, <u>2,000 shts/ctn</u>	\$15.06/THOUSAND recycled
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30.	22-1/2" x 35", 110# <u>Colors, 500 shts/ctn.</u>	\$ 127.05/THOUSAND recycled
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BRAND BID: (COLORS) : **Worx by Fraser** (Recycled)

Colors available: **Ivory, Canary, Buff, Cherry, Blue, Green, Gray**

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(B) (Recycled), VELLUM BRISTOL, WHITE & COLORS

MINIMUM ORDER: 2 CARTONS

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
31.	Vellum Bristol, 67# WHITE, 23" x 35" <u>500 shts/ctn</u>	\$ 94.82/THOUSAND recycled

BRAND BID (WHITE): (Recycled) **Worx by Fraser**

32.	Vellum Bristol, 67# COLORS, 23" x 35" <u>500 shts/ctn</u>	\$ 94.82/THOUSAND recycled
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BRAND BID (COLORS): (Recycled) **Worx by Fraser**

Colors available **Ivory, Canary, Blue, Green, Gray**

(C) CHIPBOARD, RECYCLED

MINIMUM ORDER: 1 BUNDLE

ITEM	DESCRIPTION	UNIT PRICE PER BUNDLE
33.	Chipboard, .022-.026, 17-1/2" x 22-1/2" <u>228 Shts/bundle</u>	\$ 16.20

BRAND BID: **Lamitech**

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(D) RECYCLED UNCOATED COVER, 65#, SMOOTH FINISH, SOLID COLORS & WHITE

MINIMUM ORDER: 2 CARTONS. (All items within sub-section (D)
may be combined to meet minimum order quantity)

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
34.	White, 65#, 8-1/2" x 11", <u>2,000 shts/ctn.</u>	\$ 13.88/THOUSAND
35.	White, 65#, 23" x 35" <u>750 shts/ctn.</u>	\$ 119.40/THOUSAND
36	Colors, 65# 8-1/2" x 11" <u>2,000 shts/ctn.</u>	\$ 13.88/THOUSAND
37.	Colors, 65# 23" x 35" <u>750 shts/ctn.</u>	\$ 119.40/THOUSAND

BRAND BID: **Torchglow by Fraser**

Colors available: **Starlight Blue, Desert Sand, Pewter Gray, Fiesta Pink, Imperial Ivory,
Canary, Meadow Green, Caramel, Rose, Lilac, Goldenrod**

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(E) RECYCLED UNCOATED COVER AND TEXT, FIBER FINISH ONLY

80# cover/ 70# text

MINIMUM ORDER: 2 CARTONS. (All items within sub-section (E) may be combined to meet minimum order quantity)

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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38.	Cover, 80#, Fiber finish 23" x 35", <u>500 /shts/ctn.</u>	\$ 233.02/THOUSAND
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39.	Text, 70#, Fiber finish 23" x 35", <u>1,200 /shts/ctn.</u>	\$ 109.42/THOUSAND
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BRAND BID: **Passport by Fraser**

Colors available: **Sandstone, Rose Quartz, Granite, Talc, Moonstone, Pumice**

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(F) RECYCLED UNCOATED COVER & TEXT, FLORESCENT COLORS,

65# cover/ 60# text

MINIMUM ORDER: 2 CARTONS. (All items within sub-section (F) may be combined in order to obtain minimum quantity)

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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40.	65# Cover, 23" x 35" <u>700 shts/ctn.</u>	\$ 175.84/THOUSAND
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41.	65# Cover, 8-1/2" x 11" <u>2,000 shts/ctn.</u>	\$ 18.88/THOUSAND
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42. 60# Text, 23" x 35"
1,500 shts/ctn. \$ 88.13/THOUSAND

43. 60# Text, 8-1/2" x 11"
5,000 shts/ctn. \$ 10.14/THOUSAND

BRAND BID: **Fraser Brights by Fraser**

Colors available: **Blue, Gold, Orange, Canary, Red, Purple, Kelly Green, Teal**

(G) (Recycled) IMITATION PARCHMENT, COVER & TEXT

MINIMUM ORDER: 1 CARTON

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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44.	65# Cover, 23" x 35" White and colors <u>700 shts/ctn.</u>	\$ 194.25/THOUSAND recycled
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45.	60# Text, 23" x 35" White and colors <u>1,500 shts/ctn.</u>	\$ 97.62/THOUSAND recycled
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BRAND BID: Recycled: **Magna Carta by Fraser**

Colors available: **Olde White, Natural Cream, Britannia Blue, Pewter Gray, Aged,
Spring Green, Parche Pink, Antique Gold, Coachlight, Amethyst**

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**SECTION V: CARBONLESS PAPER, PRE-COLLATED CARBONLESS SETS,
CARBONLESS TAG, PADDING COMPOUND**

**(A) VIRGIN CARBONLESS PAPER, Chemical Transfer, Black Print (Not pre-collated),
8-1/2" x 11" and 8-1/2" x 14" sizes
Standard weight stock---all 20 lb. sheets**

MINIMUM ORDER: 1 CARTON

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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8-1/2" x 11"

46.	White, C.B. . <u>5,000 shts/ctn.</u>	\$ 9.52/THOUSAND
47.	White, C.F. . <u>5,000 shts/ctn</u>	\$ 8.86/THOUSAND
48	White, C.F.B.. <u>5,000 shts/ctn.</u>	\$ 11.55/THOUSAND
49.	Colors, C.F. . <u>5,000 shts/ctn.</u>	\$ 8.97/THOUSAND
50.	Colors,C.F.B.. <u>5,000 shts/ctn.</u>	\$ 11.67/THOUSAND

8-1/2" x 14"

51.	White, C.B. . <u>5,000 shts/ctn.</u>	\$ 12.19/THOUSAND
52.	Colors, C.F. . <u>5,000 shts/ctn.</u>	\$ 11.50/THOUSAND
53.	Colors,C.F.B.. <u>5,000 shts/ctn.</u>	\$ 14.93/THOUSAND

BRAND BID: **Excel by Mead/Westvaco**

Colors available: **Canary, Pink, Goldenrod, Blue, Green**

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(B) VIRGIN CARBONLESS TAG, Colors: Both Manila AND White, 7.5 Pt., Black print

MINIMUM ORDER: 1 CARTON

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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54.	Carbonless tag, manila or white(specify color), 22-1/2" x 34-1/2" \$ 170.84/THOUSAND <u>800 sht/ctn.</u>	
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BRAND BID: **Excel by Mead/Westvaco**

**(C) (Virgin) PRE-COLLATED CARBONLESS SETS
8-1/2" x 11" & 8-1/2" x 14" sizes,
BLACK PRINT**

NOTE: Agencies requiring straight sequence, rather than reverse must state on their order.

MINIMUM ORDER: 1 CARTON

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
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Note: This year these items are bid PER THOUSAND SHEETS.

8-1/2" x 11"

55.	2-pt. sets <u>2,500 sets/ctn.</u> <u>5,000shts/ctn.</u>	\$ 8.62/THOUSAND SHEETS virgin
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56.	3-pt. sets <u>1,670 sets/ctn.</u> <u>5,010 shts/ctn.</u>	\$ 9.73/THOUSAND SHEETS virgin
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8-1/2" x 11"

57. 4-pt. sets **\$ 10.41/THOUSAND SHEETS**
 virgin
 1,250 sets/ctn
 5,000 shts/ctn

8-1/2" x 14"

58. 2-pt. sets **\$11.04/THOUSAND**
 virgin
 2,500 sets/ctn.
 5,000 shts/ctn.
59. 3-pt. sets **\$ 12.46/THOUSAND**
 virgin
 1,670 sets/ctn.
 5,010 shts/ctn.

BRAND BID: Virgin : **Excel by Mead/Westvaco (Virgin)**

Colors **Canary, Pink**

(D) PADDING COMPOUND

MINIMUM ORDER: 1 QT. OR 1 GALLON

ITEM	DESCRIPTION	UNIT PRICE (SPECIFIED BELOW)
60.	Padding Compound Quart	\$ 15.00/quart
61.	Padding Compound Gallons	\$ 48.00/gallon

BRAND BID: **Excel by Mead/Westvaco**

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SECTION VI: COATED STOCK

(A) RECYCLED, COATED OFFSET COVER & TEXT, MATTE FINISH, WHITE,
60 to 65# cover and 70# and 80# text. Min. target brightness: 85.

MINIMUM ORDER: 1 CARTON. (ALL items in sub-section (A) may be combined to obtain minimum order)

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
62.	Cover, <u>60-65# Cover</u>, 23" x 35" White, Opaque Matte, <u>500 sheets/ctn.</u>	\$ 125.90/THOUSAND
63.	Text, <u>70# text</u>, 23" x 35", White, Opaque Matte, <u>1,200 shts/ctn.</u>	\$ 70.64/THOUSAND
64.	Text, <u>70# text</u>, 19" X 25", White, Opaque Matte, <u>2,000 shts/ctn.</u>	\$ 41.55/THOUSAND
65.	Text, <u>80# text</u>, 19" X 25", White, Opaque Matte, <u>1,800 shts/ctn.</u>	\$ 48.40/THOUSAND

BRAND BID: **Luna Matte by Domtar**

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(B) RECYCLED, COATED COVER & OFFSET, GLOSS FINISH, WHITE. 80# COVER and 70# and 80# TEXT. Minimum acceptable brightness: 83.

MINIMUM ORDER: 1 CARTON.

ITEM	DESCRIPTION	UNIT PRICE PER M SHEETS
66.	Cover, <u>80# Cover</u>, 20" x 26", White, Gloss <u>1,000 shts/ctn.</u>	\$ 100.22/THOUSAND
67.	Text, <u>70# text</u>, 19" x 25", White, Gloss <u>2,000 shts/ctn.</u>	\$ 42.34/THOUSAND
68.	Text, <u>80# text</u>, 19" x 25", White, Gloss <u>1,800 shts/ctn.</u>	\$ 48.38/THOUSAND
.	Text, <u>80# text</u>, 28" X 40" White, Gloss <u>800 shts/ctn.</u>	\$ 113.17/THOUSAND

BRAND BID: **Luna Gloss by Domtar**

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M E M O R A N D U M

TO: All State Agencies

FROM: Beth Mullins, CPPB, Team Leader

SUBJECT: AASIS Material numbers cross-reference for SP-03-0308, Xerographic and Print Shop Paper

DATE: April 17, 2003

The following items on the above referenced contract and their corresponding material numbers (AASIS) are listed below. Note: Each color of a line item has an individual material number.

This contract begins May 1, 2003 and expires April 30, 2004. Orders may not be placed prior to that date.

Sections I (Xerographic) and Section III (Offset) are held by Unisource Paper Company whose AASIS Vendor number is 100039868.

Sections II (Bond/Label stock), Section IV (Board Grades, Section V (Carbonless) and Section VI (Coated stock) are held by Printing Papers, Inc. whose AASIS Vendor Number is 100001745.

Section I:

Item 1: 10004979
Item 2: 10004980
Item 3: 10007811
Item 4: 10007812

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Item 5: 10007827 (Green)
10007829 (Pink)
10102756 (Canary)
10102757 (Salmon)
10102758 (Orchid)
10102759 (Ivory)
10102770 (Buff)
10102771 (Tan)
10007823 (Blue)
10007825 (Gold)
10007826 (Gray)
10118592 (Cherry)

Item 6: 10007845 (Green)
10007847 (Pink)
10102778 (Canary)
10102779 (Salmon)
10102790 (Orchid)
10102791 (Ivory)
10102792 (Buff)
10102793 (Tan)
10007841 (Blue)
10007843 (Gold)
10007844 (Gray)
10118632 (Cherry)

Item 7: 10004981
Item 8: 10004982

Section II:

Item 9 : 10102810
Item 10: 10004983
Item 11: 10004984
Item 12: 10004985

Section III:

Item 13: 10007851
Item 14: 10007852
Item 15: 10007853
Item 16: 10007854
Item 17: 10007855
Item 18: 10007856

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Item 19: 10007857
Item 20: 10004986 (Blue)
10004987 (Green)
10004988 (Canary)
10004989 (Ivory)
10102678 (Gray)
10004991 (Pink)
10118635 (Tan)
Item 21: 10004992 (Blue)
10004993 (Green)
10004994 (Canary)
10004995 (Ivory)
10102679 (Gray)
10004997 (Pink)
10118636 (Tan)
Item 22: 10004998 (Blue)
10004999 (Green)
10005000 (Canary)
10005001 (Ivory)
10102830 (Gray)
10005003 (Pink)
10118637 (Tan)
Item 23: 10005004 (Blue)
10005005 (Green)
10005006 (Canary)
10005007 (Ivory)
10102831 (Gray)
10005009 (Pink)
10118638 (Tan)
Item 24: 10005010 (Blue)
10005011 (Green)
10005012 (Canary)
10005013 (Ivory)
10102832 (Gray)
10005015 (Pink)
10118639 (Tan)
Item 25: 10005016 (Blue)
10005017 (Green)
10005018 (Canary)
10005019 (Ivory)
10102833 (Gray)
10005021 (Pink)
10118640 (Tan)

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Item 26: 10005022 (Blue)
10005023 (Green)
10005024 (Canary)
10005025 (Ivory)
10102834 (Gray)
10005027 (Pink)
10118641 (Tan)

Section IV:

Item 27: 10007858
Item 28: 10007859
Item 29: 10007866 (Canary)
10007864 (Green)
10007860 (Blue)
10007862 (Cherry)
10007863 (Gray)
10007861 (Buff)
10102836 (Ivory)
Item 30: 10007873 (Canary)
10007871 (Green)
10007867 (Blue)
10007869 (Cherry)
10007870 (Gray)
10007868 (Buff)
10102835 (Ivory)

Item 31: 10005028
Item 32: 10102838 (Canary)
10005029 (Blue)
10005033 (Green)
10005034 (Ivory)
10005032 (Gray)

Item 33: 10005038

Item 34: 10007874

Item 35: 10007875

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Item 36: 10007878 (Starlight Blue)
10007879 (Canary)
10007880 (Pewter Gray)
10007881 (Meadow Green)
10102839 (Imperial Ivory)
10118593 (Desert Sand)
10118594 (Fiesta Pink)
10118595 (Caramel)
10007883 (Rose)
10118596 (Lilac)
10007882 (Goldenrod)

Item 37: 10007886 (Starlight Blue)
10007887 (Canary)
10007888 (Pewter Gray)
10007889 (Meadow Green)
10102850 (Imperial Ivory)
10118597 (Desert Sand)
10118598 (Fiesta Pink)
10118599 (Caramel)
10007891 (Rose)
10118601 (Lilac)
10007890 (Goldenrod)

Item 38: 10005045 (Sandstone)
10118600 (Rose Quartz)
10005042 (Granite)
10005039 (Talc)
10005046 (Moonstone)
10005044 (Pumice)

Item 39: 10005056 (Sandstone)
10118603 (Rose Quartz)
10005053 (Granite)
10005050 (Talc)
10005057 (Moonstone)
10005055 (Pumice)

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Item 40: 10005062 ((Blue)
10005064 (Gold)
10005066 (Kelly Green)
10005065 (Orange)
10005068 (Red)
10005063 (Teal)
10005067 (Canary)
10005061 (Purple)

Item 41: 10005070 (Blue)
10005072 (Gold)
10005074 (Kelly Green)
10005073 (Orange)
10005076 (Red)
10005071 (Teal)
10005075 (Canary)
10005069 (Purple)

Item 42: 10005078 (Blue)
10005080 (Gold)
10005082 (Kelly Green)
10005081 (Orange)
10005084 (Red)
10118606 (Teal)
10118604 (Canary)
10118605 (Purple)

Item 43: 10005086 (Blue)
10005088 (Gold)
10005090 (Kelly Green)
10005089 (Orange)
10005092 (Red)
10118609 (Teal)
10118607 (Canary)
10118608 (Purple)

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Item 44:

10007892 (Olde White)
10007894 (Natural Cream)
10007896 (Pewter Gray)
10007895 (Britannia Blue)
10007897 (Aged)
10007898 (Spring Green)
10007899 (Parche Pink)
10007900 (Antique Gold)
10118620 (Coachlight)
10118621 (Amethyst)

Item 45:

10007902 (Olde White)
10007904 (Natural Cream)
10007906 (Pewter Gray)
10118622(Britannia Blue)
10118623(Aged)
10118624(Spring Green)
10118625 (Parche Pink)
10118626 (Antique Gold)
10118627 (Coachlight)
10118628 (Amethyst)

Section V:

Item 46: 10005093

Item 47: 10005094

Item 48: 10005095

Item 49: 10005096(Pink)

10005097 (Canary)

10005098 (Blue)

10005099 (Goldenrod)

10005100 (Green)

Item 50: 10005101 (Pink)

10005102 (Canary)

10005103 (Blue)

10005104 (Goldenrod)

10005105 (Green)

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Item 51: 10005106
Item 52: 10005108 (Pink)
10005109 (Canary)
10005110 (Blue)
10005111 (Goldenrod)
10005112 (Green)
Item 53: 10005113 (Pink)
10005114 (Canary)
10005115 (Blue)
10005116 (Goldenrod)
10005117 (Green)
Item 54: 10007923 (Manila)
10007924 (White)
Item 55: 10005118 (2-pt sets- 8-1/2" x 11")
Item 56: 10005123 (3-pt. sets) "
Item 57: 10005128 (4-pt. sets) "
Item 58: 10005138 (2-pt sets-8-1/2" x 14")
Item 59: 10005143 (3-pt sets- "
Item 60: 10007925 (Qt)
Item 61: 10007926 (Gal)

Section VI:

Item 62: 10005148
Item 63: 10005149
Item 64: 10005150
Item 65: 10102961
Item 66: 10102962
Item 67: 10005151
Item 68: 10102963
Item 69: 10102964

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TERM AWARD TERMS AND CONDITIONS

1. GENERAL: All terms and conditions stated in the invitation for bid govern this contract.
2. PRICES: Prices are firm and not subject to escalation, unless otherwise specified in the invitation for bid.
3. DISCOUNTS: All cash discounts offered will be taken if earned.
4. TAXES: Most state agencies must pay state sales tax. Before billing, the contractor should contact the ordering agency to find out if that agency must pay sales tax. Itemize state sales tax when applicable on invoices.
5. BRAND NAME REFERENCES: The contractor guarantees that the commodity delivered is the same as specified in the bid.
6. GUARANTY: All items delivered are to be newly manufactured, in first- class condition, latest model and design, including, where applicable, containers suitable for shipment and storage unless otherwise indicated in the bid invitation. The contractor guarantees that everything furnished hereunder will be free from defects in design, workmanship, and material; that if sold by drawing, sample or specification, it will conform thereto and will serve the function for which furnished. The contractor further guarantees that if the items furnished hereunder are to be installed by the contractor, such items will function properly when installed. The contractor also guarantees that all applicable laws have been complied with relating to construction, packaging, labeling, and registration. The contractor's obligations under this paragraph shall survive for a period of one year from the date of delivery, unless otherwise specified in the invitation for bid.
7. AWARD: This contract award does not authorize shipment. Shipment against this contract is authorized by the receipt of a purchase order from the ordering agency. A written purchase order mailed or otherwise furnished to the contractor results in a binding obligation without further action by either party.
8. DELIVERY: The term of the contract is shown on the face of the contract award. The contractor is required to supply the state's needs during this term. The number of days required to place the commodity in the receiving agency's designated location under normal conditions is also shown. Consistent failure to meet delivery without a valid reason may cause removal from the bidders' list or suspension of eligibility for award.
9. BACK ORDERS OR DELAY IN DELIVERY: Back orders or failure to deliver within the time required may be default of the contract. The contractor must give written notice to the

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Office of State Procurement and ordering agency of the reason and the expected delivery date. If the reason is not acceptable, the contractor is in default. The Office of State Procurement has the right to extend delivery if reasons appear valid. If the date is not acceptable, the agency may buy elsewhere.

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10. DELIVERY REQUIREMENTS: No substitutions or cancellations are permitted without written approval of the Office of State Procurement. Delivery shall be made during agency work hours only, 8:00 a.m. to 4:30 p.m., unless prior approval for other delivery has been obtained from the agency. Packing memoranda shall be enclosed with each shipment.
11. STORAGE: The ordering agency is responsible for storage if the contractor delivers within the time required and the agency cannot accept delivery.
12. DEFAULT: All commodities furnished will be subject to inspection and acceptance of the ordering agency after delivery. Default in promised delivery or failure to meet specifications authorizes the Office of State Procurement to cancel this contract or any portion of same and reasonably purchase commodities elsewhere and charge full increase, if any, in cost and handling to the defaulting contractor.
13. VARIATION IN QUANTITY: The state assumes no liability for commodities produced, processed or shipped in excess of the amount specified herein.
14. INVOICING: The contractor shall submit an original and two copies of an itemized invoice showing the bid number and purchase request number when itemized in the invitation for bid. Invoices must be sent to "Invoice to" point shown on the purchase order.
15. STATE PROPERTY: Any specifications, drawing, technical information, dies, cuts, negatives, positives, data or any other commodity furnished to the contractor hereunder or in contemplation hereof or developed by the contractor for the use hereunder shall remain property of the state, be kept confidential, be used only as expressly authorized, and be returned at the contractor's expense to the F.O.B. point, properly identifying what is being returned.
16. ASSIGNMENT: This contract is not assignable nor the duties hereunder delegable by either party without the written consent of the other party to the contract.
17. OTHER REMEDIES: In addition to the remedies outlined herein, the contractor and the state have the right to pursue any other remedy permitted by law or in equity.
18. LACK OF FUNDS: The state may cancel this contract to the extent funds are no longer legally available for expenditures under this contract. Any delivered but unpaid for goods will be returned in normal condition to the contractor by the state. If the state is unable to return the commodities in normal condition and there are no funds legally available to pay for the goods, the contractor may file a claim with the Arkansas Claims Commission. If the contractor has provided services and there are no longer funds legally available to pay for the services, the contractor may file a claim.
19. QUANTITIES: The state may order more or less than the estimated quantity in the invitation for bid.

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20. DISCLOSURE: Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.